

How Vendors CAN do Business with the Commonwealth using eMARS



Kentucky
UNBRIDLED SPIRIT™

GOVERNOR'S EMPOWERMENT CONFERENCE AGENDA

- Welcome
- Who are we?
- What do we do?
- Resources
- How can you sell to the Commonwealth?
- Question and Answer Forum – Following Presentations



Who Are We?

- The Office of Procurement Services (OPS) is the Central Procurement Agency for the Commonwealth of Kentucky.
- Part of the Finance and Administration Cabinet (FAC).
- Divided into the Divisions of Goods and Services Procurement, Technology Services Procurement, and Professional Services Contract Review.



Sister Organizations

- Finance and Administration Cabinet –
Division of Engineering and Contract Administration.
 - Capitol Construction and Building Maintenance
- Kentucky Transportation Cabinet –
Division of Purchases.
 - Highway and Bridge Construction, Maintenance Service, Materials and Equipment



What do we do?

- **Issue ALL Requests for Competitive Sealed Bidding and Competitive Negotiations (RFP).**
- **Issue SOME Requests for Quotation (RFQ).**
- **Review MOST Professional / Personal Service Contracts.**
- **Award and Administer Master Agreements and Contracts for duration of procurement.**



What is a Small Purchase Delegation?

- **Standard Agency Delegation = \$1,000.**
- **Some agencies have a higher delegation (Purchase Limit) up to \$20,000.**
- **Agency delegations (Purchase Limits) listed at:**
<http://finance.ky.gov/business/procurement/services/>

What is the difference between a RFQ, RFB and RFP?

RFQ – Request for Quotation

Issued by Agency if under their Small Purchase delegation.

OPS issues if between Agency delegation & \$20,000.

RFB – Request for Bid (Sealed)

Issued by OPS if it exceeds \$20,000.

RFP – Request for Proposal

Issued by OPS for complex procurements.

Issued by using Agency for Personal Services.

Resources

- eProcurement Web Page
<http://eProcurement.ky.gov>
- Vendor Self Service (VSS) Website
 - Vendor Registration
 - Update Vendor Registration
 - Monitor Bid Opportunities
 - Research Items on Master Agreement



eProcurement

The screenshot shows a Microsoft Internet Explorer browser window displaying the Kentucky eProcurement website. The browser's address bar shows the URL <https://eprocurement.ky.gov/>. The website header includes the Kentucky.gov logo, navigation links for "KY Agencies" and "KY Services", and a search bar. The main content area features a large banner with the text "KENTUCKY ePROCUREMENT" and a navigation menu with "Home" and "eProcurement > eProcurement". A central heading reads "Welcome to eProcurement.ky.gov" above a purple box containing the text "eMARS VENDOR SELF SERVICE". Below this, a pink text box instructs users to "Click above image to enter the Vendor Self Service application." The main text describes the site's 24x7 availability and lists features like Vendor Registration and Online Bidding. It also provides contact information for the Customer Resource Center (CRC) and a note that vendors must use Internet Explorer 6.0 or Netscape 7.0. A dark blue button labeled "Doing Business with Kentucky" is visible. The right sidebar contains three sections: "News" with a link to "News and Alerts", "Capital Construction" with links to "Plan Room", "Architectural and Engineering Committee Schedules", and "Facilities and Support Services", and "Corrections" with a link to "Halfway House Standards". The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (Inbox, Internet Explorer, My Documents, Microsoft PowerPoint), and the system clock showing 3:01 PM.

Vendor Registration Overview

Document40 - Microsoft Word

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Type a question for help

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Commonwealth of Kentucky Vendor Registration Overview

Vendor Registration Overview

When
Each vendor awarded a contract with the Commonwealth and all potential vendors wanting to be notified via e-mail of opportunities to do business with the Commonwealth must be registered. Registration allows vendors the opportunity to identify those products and services they wish to offer to the Commonwealth. In addition, vendor registration makes it easier for agencies to find your company.

Where
Vendors may register on the Vendor Self Service (VSS) site. Upon opening that site, select the *Register* box.

What
There are a total of nine steps in the vendor registration process. Vendors must provide all mandatory information, as identified by a red asterisk (*). Please read each section carefully, as a vendor can be successfully registered without completing much of the information.

Step 1
When you first log on to the VSS site, you will be prompted to select the Company Type field. The first and best

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Why Register?

- E-Mail Notifications
 - Register by Commodity Code.
 - Receive an Automated e-mail when match to your interests is found.
 - **KEEP YOUR E-MAIL ADDRESS CURRENT.**
- Bulletin Board Posting.
 - Find Partners for Bidding.
- Cabinet for Economic Development's (CDE) Kentucky Procurement Assistance Program (KPAP) (website - <http://www.thinkkentucky.com/kyedc/proassist.aspx>)



Customer Resource Center

The Customer Resource Center (CRC) provides Help Desk support, training, and continuous process improvement services for State employees in administrative services job functions and for Vendors who do business with the Commonwealth. The Customer Resource Center (CRC) can be reached by e-mail at **Finance.CRCGroup@ky.gov** or phone (502-564-9641 or toll-free 877-973-HELP). The Help Desk is open Monday through Friday from 7:30 AM until 5:00 PM EST.



How do you get a contract?

BID!!!!!!!!!!

How do you get a contract?

Get acquainted with your State area offices and know their small purchase dollar limits.



How do you get a Contract?

Get acquainted with the OPS
Centralized Buyer for the
items or services you sell.

(OPS website - <http://finance.ky.gov/business/procurementservices/>)



OPS Contact Information

Don Speer
Executive Director
Office of Procurement Services
Don.Speer@ky.gov
(502) 564-4510



DECA Contact Information

For Construction

Paul Gannoe
Director

Division of Engineering and Contract
Administration

Paul.Gannoe@ky.gov
(502) 564-3155



KYTC Contact Information

For KYTC
Peggy Stratton
Assistant Director
Division of Purchases
Peggy.Stratton@ky.gov
(502) 564-4630

